

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 1 November 1988

TRAINING

THE RESERVE COMPONENT NONCOMMISSIONED OFFICER
EDUCATION SYSTEM (RC-NCOES) PROGRAM CONDUCTED BY
THE KANSAS ARMY NATIONAL GUARD MILITARY ACADEMY (KMA)

THIS REGULATION ESTABLISHES POLICY OF THE ADJUTANT GENERAL PER-
TAINING TO THE OPERATION OF THE KANSAS ARMY NATIONAL GUARD NON-
COMMISSIONED OFFICER SCHOOL.

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* This regulation supersedes KNGR 350-4 dated 10 March 1986.

1. **PURPOSE:** This regulation prescribes policies governing the administration and operation of the Kansas ARNG Noncommissioned Officer School. This school is not applicable to AGR personnel and those Military Technicians hired **after** 1 June 1985.

2. **OBJECTIVE:** To provide the noncommissioned officer with the appropriate skill level career development instruction by instilling in them:

- a. A thorough understanding of NCO responsibilities.
- b. A willingness to assume those NCO responsibilities.
- c. Confidence to apply their technical knowledge.
- d. The leadership techniques that apply to their duty position.
- e. High personal and professional standards that must be maintained in the NCO corps.
- f. A thorough knowledge of the NCO responsibilities for training and leading soldiers.

3. **ORGANIZATION:** RC-NCOES is established as a part of the Kansas Military Academy (KMA) and is located at Nickell Barracks Training Center (NBTC) in Salina, Kansas.

4. **RESPONSIBILITIES:**

a. The Adjutant General of Kansas establishes policies governing the KMA, tasks instructors and equipment from units throughout the state to support KMA programs, conducts inspections, provides graduation certificates and diplomas and appoints the Academic Board.

b. The Academic Board will annually review the Program of Instruction (POI) and performance standards of the Academy.

c. The Commandant is responsible to the Adjutant General for all KMA and NBTC functions.

d. The NCO Commandant is responsible to enforce the policies and directives established by the Commandant of the KMA. He is to ensure that all instruction is taught in accordance with current programs of instruction and that all students perform to the standards established by current regulations and directives.

e. Unit Commanders will:

(1) Ensure careful selection of applicants for schooling to include compliance with prerequisites as outlined in paragraph 5 of this regulation.

(2) Counsel unit members prior to attendance at any NCO course. Counseling will center on **motivation** of the individual, ensuring full awareness of the objectives of attendance at NCOES, and the future assignment and advancement opportunities.

(3) Ensure that individuals nominated for attendance meet the weight for height standards of AR 600-9.

(4) Provide qualified instructors, and equipment, to the KMA as tasked by the Adjutant General.

5. PREREQUISITES FOR ATTENDING NCO SCHOOLS:

a. Primary Leadership Development Course (PLDC)

This course was implemented on 1 October 1985 to replace the RC Primary NCO Course for combat arms soldiers and the RC Basic NCO Course for combat support/service support soldiers.

Graduates of the RC Primary or Basic NCO Courses, conducted under the auspices of the TRADOC approved Program of Instruction, between 1 July 1980 and 30 September 1985, are not required to attend RC PLDC.

Personnel authorized to attend, in order of priority, must meet the following prerequisites:

(1) Be in the grade of Sergeant E-5.

(2) Be in the grade of Corporal/SP4 and occupying an NCO leadership position.

(3) Be in the grade of Staff Sergeant E-6 and not previously attended an NCOES leadership course.

(4) Have a minimum of one year remaining on current enlistment at the conclusion of the course applied for.

(5) Be recommended by the 1SG, BN CSM and approved by the Commander.

b. Basic NCO Course (BNCOC)

RC BNCOC is a two phase course. Phase I consists of 47 hours of common leader training that **builds** on the Leader/Trainer skills taught in RC PLDC. The common leader portion of RC BNCOC was developed by the U S Army Sergeants Major Academy and approved by HQ TRADOC. Phase I is for all Soldiers in all MOSs.

Phase II of RC BNCOC will consist of an MOS specific course. The MOS specific portion of RC BNCOC will be developed by each proponent Army Service School for each MOS and phased into the system as they are approved by HQ TRADOC. Milestones indicate that all MOS specific courses will be complete by FY 89 and available to the Reserve Components.

Personnel authorized to attend, in order of priority, must meet the following prerequisites:

(1) Be in the grade of Staff Sergeant E-6 and a PLDC graduate.

(2) Be in the grade of Sergeant E-5 assigned to a Staff Sergeant leadership position and a PLDC graduate.

(3) Staff Sergeants and Sergeants who are graduates of any HQ TRADOC approved RC NCOES course on or after 1 July 1980 meet the PLDC requirements of (1) and (2) above.

(4) Have a minimum of one year remaining on current enlistment at the conclusion of the course applied for.

(5) Be recommended by the 1SG, BN CSM and approved by the Commander.

NOTE: Promotion qualification to grade E-7 will occur as a result of successful completion of Phase I (Common Leader Training). If available, Phase II (MOS specific training) must be completed prior to enrolling in the Advanced NCO Course.

c. Advanced NCO Course (ANCOC)

RC ANCOC is a two phase course. Phase I consists of 109 hours of common leader training, including Field Training Exercises designed to train to standards on the knowledge and skills required to become an effective Platoon Sergeant or Senior Sergeant. Phase I of RC ANCOC has been developed by the U S Army Sergeants Major Academy and approved by HQ TRADOC.

Phase II of RC ANCOC will consist of an MOS specific course developed by each proponent Army Service School for each MOS and phased into the system as they are approved by HQ TRADOC.

Personnel authorized to attend, by order of priority, must meet the following prerequisites:

- (1) Be in the grade of Sergeant First Class E-7.
- (2) Be in the grade of Staff Sergeant E-6 and occupying a Sergeant First Class leadership position and a graduate of BNCOC.
- (3) Have a minimum of one year remaining on current enlistment at the conclusion of the course applied for.
- (4) Be recommended by the 1SG, BN CSM and approved by the Commander.

NOTE: Promotion qualification to E-8 will occur as a result of successful completion of Phase I (common leader training) when no Phase II (MOS specific) course exists.

d. First Sergeants Course (FSC)

RC FSC is designed to provide instruction on selected topics deemed to be most critical to the duties of the First Sergeant. Major subject areas include Military Studies, Leadership and Human Relations, Enlisted Personnel Management, Unit Administration and Physical Readiness and Appearance. Emphasis throughout the course is on the assigned and inherent duties, responsibilities and authority of the First Sergeant in today's Army.

This course has been developed by the U S Army Sergeants Major Academy and approved by HQ TRADOC.

Personnel authorized to attend are as follows:

- (1) First Sergeants/Master Sergeants.
- (2) Sergeants First Class occupying or designated to occupy a First Sergeant position upon completion of the course
- (3) Have a minimum of 19 months remaining in their current enlistment.
- (4) Be recommended by Unit Commander, BN CSM, BDE CSM and approved by the Commanders.
- (5) Selection is on the basis of: demonstrated performance, mental capacity and aptitude, leadership ability, and self discipline.

6. APPLICATIONS:

a. AGO Kan Form 114 dated 1 Nov 88 will be prepared in sufficient copies to be forwarded through channels to arrive in three copies to the Commandant, Kansas Military Academy, 1844 Jumper Road, Salina, Kansas 67401-8123.

b. Applications will not be accepted more than 90 days prior to the course start date, and enrollment will be closed 30 days prior to course start date.

c. When the class size is limited, priority for acceptance of applications will be as stated in paragraph 5 (Personnel authorized to attend, in order of priority).

7. CURRICULUM:

a. The POI for the Kansas ARNG NCOES program is designed to train noncommissioned officers in the fundamentals and techniques of leadership, duties in all environments, and to instill in them increased self-confidence and a sense of responsibility which furthers their capabilities as leaders.

b. Instructor lesson plans and student materials utilized by NCOES will be developed from the Training Support Packages furnished by HQ TRADOC. Additional hours of instruction may be added as directed by the KMA Academic Board.

8. EQUIVALENCY CREDIT FOR NCO SCHOOLS:

a. Senior NCOs who have satisfactorily completed the Sergeants Major Academy will have satisfied all requirements for RC NCOES.

b. NCOs who have satisfactorily completed Officer Candidate School may request a waiver for the RC PLDC from the Adjutant General, ATTN: AGKS-DPOT

c. Requests for determination of equivalency credit for NCO schools may be sent through TAG Kansas, ATTN: AGKS-DPOT-A, to Chief, National Guard Bureau, Military Education Branch, (NGB-ARO-E), Edgewood, MD 21010-5420. Such requests should include: Course Title, Unit conducting the course, POI, Course length, Copy of Diploma/DA 1059, Level of BTMS completed and NCOES Course for which equivalency is sought. Requests for the ANCOC equivalency will include a copy of the individuals DA Form 2-1 and other documents that evidence duty assignments, military experience, education and training.

9. TRAINING:

a. The Basic, Advanced and First Sergeants Courses will be conducted during Inactive Duty Training (IDT), one weekend each month as shown below. KMA is responsible for providing a completed ISA, FTTD, or AT certificate of attendance to each student's unit of assignment.

(1) Basic Course - three months.

(2) Advanced Course - six months.

(3) First Sergeants Course - five months.

b. The PLDC will normally be conducted in a 15 day Annual Training mode. Another PLDC may be scheduled; part IDT, part AT, as student demand requires.

c. Commanders will have the option of sending unit members to KMA courses in ADT status, as opposed to only ISA or AT, but should use discretion by normally allowing only **key personnel** to attend in this status in order that training funds are used judiciously to meet total training needs of the State.

d. Master evaluation records will be maintained on all students and used to reflect student proficiency throughout the course.

e. Students must satisfy the following criteria for successful completion of the course:

(1) Academic subjects; Achieve a "GO" on all subjects.

(2) Leadership in PLDC, BNCOC and ANCOC; Achieve an average rating of not less than 70% on Leadership Evaluation Reports.

(3) Attend and participate in all scheduled training or authorized make-up assemblies.

g. All students are required to attend the first session of a course in order to continue the course. No deviation will be permitted from this requirement. Students may be excused from subsequent IDT weekend assemblies for cogent reasons. Not more than two (2) IDT weekend assemblies may be excused. Students so excused will be required to make-up training during a future NCOES class prior to receiving a diploma. Upon completion of a make-up assembly, and provided the student meets all academic and leadership criteria, a diploma will be awarded. Students absent without prior approval will be dropped from the class. Excused absences will be obtained prior to the scheduled assembly by request from the student through channels to the Commandant, KMA, with appropriate justification and Commanders' endorsements. Determination of official absence without leave (AWOL) status is the responsibility of the students Unit Commander.

h. If a student receives a "NO-GO" on a test, he/she will be retrained on the material failed and retested. If a student again receives a "NO-GO", he/she will be retrained and then appear before a board chaired by the NCO School Commandant. The student will be given a third test, either oral or written. If the student again receives a "NO-GO", the NCO Commandant will make recommendations to the KMA Commandant as to retention or elimination of the individual from the course.

i. Students will be counseled by an instructor following failure of a performance test. Students who are marginal in leadership performance, may be required to appear before a Board as established by the NCO Commandant. Recommendations of the board will be to the KMA Commandant for final disposition.

10 **DISMISSAL:** Failure to maintain established standards while a student will be cause for elimination from the course. Students may be dismissed for the following reasons:

a. Failure to maintain academic and leadership standards as specified by this regulation.

b. Infraction of school policy or violation of the Kansas Code of Military Justice.

c. Lack of motivation when detailed counseling of the individual concerning his attitude and motivation does not result in the necessary change in performance.

d. Administrative and medical reasons.

11. **DISCIPLINE:** The level of discipline maintained during the conduct of this program will be such as to reflect favorably on the image of the Army National Guard and the mission of the NCO School.

12. **GRADUATION:** Upon successful completion of the prescribed course of instruction, appropriate graduation ceremonies will be held for the PLDC, Basic and Advanced Courses, for the purpose of presenting graduation diplomas.

a. Diplomas will be appropriately inscribed, designating each individual as a graduate, Academic or Leadership Honor Graduate or Distinguished Graduate. The criteria for each are as follows:

(1) Graduate. Successful completion of the course of instruction.

(2) Academic Honor Graduate. The one student who achieved the highest total points in academic subjects.

(3) Leadership Honor Graduate. The one student who achieved the highest total points in leadership evaluations.

(4) Distinguished Graduate. One student from each class will be selected and designated the Distinguished Graduate. The student selected must have achieved the highest overall average of leadership and academic scores.

b. Diplomas will be furnished by the KMA. Diplomas will be signed by the Adjutant General of Kansas and the Commandant. A DA Form 1059s (Service School Academic Evaluation Report) will be issued to the student and distribution made for inclusion in the individual's DA 201 File.

13. **STAFF/CADRE TRAINING:** The NCO Commandant will be responsible for ensuring that all NCO Staff and Cadre are properly trained to perform their assigned tasks and duties.

14. **ADMINISTRATION:**

a. Training schedules for each NCO Course will be published at least thirty (30) days prior to class start date and a copy will be forwarded to TAG KS, ATTN: AGKS-DPOT-S

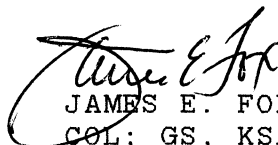
b. Student Rosters indicating Name, Rank, SSN and Unit of assignment will be published not later than ten (10) days prior to start date of class.

USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-DPOT-A, P.O.BOX C-300 TOPEKA, KANSAS 66601-0300

BY ORDER OF THE GOVERNOR:

OFFICIAL

PHILIP B. FINLEY
Major General, KSARNG
The Adjutant General


JAMES E. FOX
COL; GS, KSARNG
Chief of Staff

DISTRIBUTION:

A

APPENDIX A, KNGR 351-4

THE ADJUTANT GENERAL'S OFFICE KANSAS NATIONAL GUARD Application for Noncommissioned Officer School					
NAME (Last, First, MI)		SSN		UNIT ADDRESS & Zip Code	
RANK	SEX	RACE	HOME ADDRESS, including Zip		HOME PHONE
ETS DATE	DUTY MOS AND JOB TITLE		DATE OF BIRTH		AGE
CIVILIAN OCCUPATION		NAME & ADDRESS OF EMPLOYER		BUS. PHONE	GT SCORE
TOTAL MILITARY SERVICE(Yrs & Months) _____ ARNG: _____ ACTIVE ARMY: _____ OTHER: _____				CIVILIAN EDUCATION	
HEIGHT _____ WEIGHT _____ BODY FAT % FORMS ATTACHED: DA 5500-R / DA 5501-R / NONE		BTMS QUALIFICATION LEVEL COMPLETED: _____ DATE: _____ CERTIFYING AUTHORITY: _____			
<u>NCO COURSE REQUESTED</u>					
COURSE: _____		START DATE: _____			
LOCATION: _____					
<u>PREVIOUS NCOES COMPLETED</u>					
COURSE: _____		LOCATION: _____		DATE COMPLETED: _____	
STATUS DURING COURSE: ADT _____ AT _____ ISA _____ AGR _____ OTHER _____					
<p>I agree that unless relieved by proper authority, I will complete the course of instruction as prescribed by this school. I understand that my attendance at this school may be in split assembly status, AT or ADT and may be in addition to training scheduled for my parent unit and that I will request any necessary leave of absences from this course from the KMA Commandant during the duration of this course. I certify that I meet the prerequisites of this course IAW para 5, KNGR 351-4.</p>					
_____			_____		
Date			Signature of Applicant		

AGO KAN FORM 114, (Revised 1 Nov 88)

(All previous editions are obsolete and will not be used)

APPENDIX A, KNGR 351-4.

APPENDIX A, KNGR 351-4

Applicant is in the grade and position necessary to require this course for further professional development, has shown necessary leadership potential, and meets all prerequisites for course eligibility listed in para 5, KNGR 351-4.

Recommended: _____
Date Signature of Senior Enl Supervisor

FROM: _____
Signature of Det Commander

Recommended: _____
Date Signature of 1SG

THRU: _____
Signature of Unit Commander

Recommended: _____
Date Signature of BN CSM

THRU: _____
Signature of BN Commander

Recommended: _____
Date Signature of BDE CSM

THRU: _____
Signature of BDE Commander

TO: Commandant
Kansas Military Academy
1844 Jumper Road
Salina, Kansas 67401

Commandant, Kansas Military Academy, 1844 Jumper Road, Salina,
Kansas 67401-8123

THRU: Channels

TO: Parent unit of applicant

_____ Approved _____ Disapproved

Comments:

Date: _____
Signature of Commandant or Representative

ANNUAL SCHEDULE OF CLASSES

PRIMARY LEADERSHIP DEVELOPMENT COURSE (One MUTA-4 & one 15 day AT)	BASIC NCO COURSE (Three MUTA-4)	ADVANCED NCO COURSE (Five MUTA-4 & one MUTA-6)	FIRST SERGEANTS COURSE Five MUTA-4
		SEPTEMBER	SEPTEMBER
		OCTOBER	OCTOBER
		NOVEMBER	NOVEMBER
		JANUARY	JANUARY
		FEBRUARY	FEBRUARY
	MARCH	MARCH	
	APRIL		
MAY	MAY		
JUNE			